

FINAL DRAFT

PUBLIC INVOLVEMENT PROCESS

FOR THE
BLOOMINGTON/MONROE COUNTY
METROPOLITAN PLANNING
ORGANIZATION



December, 2002

Prepared by:

Bloomington/Monroe County Metropolitan Planning Organization
Bloomington, Indiana

The public participation process for the Bloomington/Monroe County Metropolitan Planning Organization (MPO) has been developed pursuant to the final federal metropolitan regulations of the United States Department of Transportation (USDOT) as contained in the October 28, 1993 Federal Register.

Input used for the development of the Public Involvement Process document was solicited from the following entities: the Policy, Technical Advisory and Citizens Advisory Committees of the Bloomington/Monroe County MPO, and City of Bloomington Planning Staff.

Guidance for the development of this document came from reviewing the Public Involvement Processes from several agencies, most notably:

- Tallahassee-Leon County MPO
- MnDOT (Minnesota Department of Transportation)
- Metropolitan Transportation Commission (MPO for the California Bay Area)

This document was reviewed and approved by the Bloomington/Monroe County MPO Policy Committee on January 10, 2003.

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BLOOMINGTON/MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION

BACKGROUND

In March of 1982, the Governor of the State of Indiana designated the City of Bloomington Plan Commission as the Metropolitan Planning Organization (MPO) for the Bloomington urbanized area. The urbanized area consists of Monroe County, the City of Bloomington, and the Town of Ellettsville - and is referred to as the Bloomington/Monroe County MPO (see MPO Boundaries Map in the Appendix). The Bloomington/Monroe County MPO is responsible for ensuring the Bloomington urbanized area has a continuing, cooperative and comprehensive (3 C) transportation planning process. This process is outlined in the urban planning regulations jointly issued in the Federal Register by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) on September 17, 1975, as amended on June 30, 1983.

The structure of the Bloomington/Monroe County MPO consists of:

- A three-part steering committee (Policy, Technical Advisory, and Citizens Advisory)
- The City of Bloomington Plan Commission as the contracting entity
- The City of Bloomington Planning Department as the lead staffing agency

The Policy, Technical Advisory, and Citizens Advisory Committees form the steering committee, which acts as the decision making body for the MPO. The City of Bloomington Plan Commission has contracted the City of Bloomington Planning Department as the lead staffing agency for the MPO. The MPO staff consists of three professional transportation planners, who provide day to day planning expertise, as well as direct program development to the MPO.

The Bloomington/Monroe County MPO provides coordinated transportation planning services for Bloomington and Monroe County, encompassing a wide range of activities in order to provide for an efficient, safe, multi-modal transportation system.

These services include:

- Preparing plans for future transportation improvements, such as roadway improvements, expanding public transit systems and developing bicycle and pedestrian facilities.
- Coordinating the transportation planning activities of the City of Bloomington, Monroe County, the Town of Ellettsville, and the Indiana Department of Transportation (INDOT) within Monroe County.
- Maintaining a multi-faceted, transparent public participation process, including a website, newsletter, and regular public meetings.

MISSION STATEMENT

The Bloomington/Monroe County MPO is committed to providing Bloomington, Ellettsville and Monroe County with quality transportation planning programs and services, and working to provide all citizens access to an efficient and safe transportation system.

Towards this goal, the Bloomington/Monroe County MPO is committed to the promotion of environmental justice principles in all of its programs and policies (see Environmental Justice Policy Statement in the Appendix). This involves the development of equitable programs and policies that avoid disproportionately negative effects on minority and/or low-income populations, as well as expediting the distribution of benefits from these projects.

The MPO also works continuously to ensure the full and fair participation of all affected communities in the transportation planning process. The Bloomington/Monroe County MPO is committed to providing an equitable distribution of transportation infrastructure affecting public and environmental health, and to the development of a just public transit system.

ENVIRONMENTAL JUSTICE

Under the 1993 Federal Transit Act, metropolitan planning processes must be in compliance with Title VI of the 1964 Civil Rights Act. The 1994 Presidential Executive Order (12898) directed every Federal agency to make environmental justice a part of its mission by identifying and addressing the effects of all policies, programs and projects on minority/ low income populations. This Order provided further clarification of Title VI. The USDOT (Department of Transportation) Final Order on Environmental Justice specifically required that “procedures shall be established, or expanded as necessary, to provide meaningful opportunities for public involvement by members of minorities and low-income populations during the planning and development of programs, policies and activities.”

Three fundamental principles of environmental justice are:

- To avoid, minimize, or remedy disproportionately high and adverse human health and environmental (including social and economic) effects of policies, programs and projects on all living and non-living things, regardless of perceived or real economic, social or ecological status.
- To ensure the full and fair participation of all affected communities in the transportation decision making process.
- To prevent the denial of, reduction in, or significant delays in, the receipt of project benefits by all populations regardless of perceived or real economic, social or ecological status.

Specific to transportation planning, applying these environmental justice principles involves:

- Maintaining equity in programs and policies by balancing the benefits and negative results of transportation projects in all communities.
- Closely examining the scope of proposed transportation programs and projects.
- Keeping programs flexible, and seeking the input of affected communities in developing project options.

By applying the following key principles, the Bloomington/Monroe County MPO further complies with Title VI, EO 12898 and the DOT Order to Address Environmental Justice in Minority and Low Income Populations. These criteria are intended to provide guidance for the Bloomington/Monroe County MPO transportation planning activities, and to promote a common understanding of the concept of environmental justice.

Environmental Justice Principles for Transportation Planning

(Adapted from the MnDOT Environmental Justice: Draft Guidance, 1998)

The Bloomington/Monroe County MPO Policy Committee formally adopted the following key principles on November 8, 2002, to integrate environmental justice into the MPO’s planning activities (please see the Appendix for the Environmental Justice Policy Statement).

1) Making Environmental Justice a Priority

The Bloomington/Monroe County MPO is committed to following the spirit, as well as the letter of the Order (*DOT Order to Address Environmental Justice in Minority Populations and Low Income Populations*), throughout all of its projects and activities. The MPO will require that all Bloomington/

Monroe County transportation planning partners (i.e. INDOT, Bloomington Transit, Indiana University Campus Bus) do so as well.

2) Increasing Meaningful Public Participation

The Bloomington/Monroe County MPO will continuously work to develop public participation that is:

- Be thorough and fully inclusive, involving all relevant stakeholders and communities. The MPO seeks to involve the broadest cross-section of the community in the transportation planning process, based on geographic distribution, sex, race, socioeconomic status and interests (environmental, neighborhood, etc.).
- Adapt and tailor programs to specific populations and situations, taking in to account a wide range of differences.
- Reach out to communities that have not traditionally been involved in transportation planning, particularly low income and minority communities.
- Provide opportunities to members of affected communities to influence project decisions by proactively soliciting their input.
- Have opportunities for public input throughout the project development process (from project selection, design and implementation).
- Develop and maintain a Public Involvement Process that is transparent and open in its methods.

3) Maintaining Project Flexibility

In implementing environmental justice practices, the Bloomington/Monroe County MPO will tailor its methods to reflect the unique issues and populations affected by each policy, program, or project. The MPO will work with members of affected communities, and all stakeholders to encourage input and develop project options that meet transportation goals as well as community needs.

4) Promoting Project Equity

In developing programs and policies, the Bloomington/Monroe County MPO will work continuously to balance the benefits and negative results of transportation projects in all communities. Programs will not result in disproportionate negative impacts solely on low-income or minority communities.

5) Utilizing Rigorous Demographic Analysis

In order to address potential environmental justice issues, low income and/or minority populations must be identified through demographic (census) data and then mapped. To identify and map potential low-income and/or minority populations, the Bloomington/Monroe County MPO will:

- Be quantitative in presenting data wherever possible.
- Use community profile information (as defined in the National Environmental Policy Act of 1969-NEPA) whenever possible.
- Provide thorough documentation of information sources.
- Use flexible methods of gathering information, designed to address specific population (s).

6) Developing Effective Conflict Resolution Methods

If conflicting interests and issues arise during a project, an appropriate resolution process will be developed. This process will be:

- Respectful to the desires and wishes of stakeholders and communities.
- Flexible in nature, and designed to address the specific needs of affected communities.

PUBLIC PARTICIPATION

Effective transportation decision making depends on understanding and addressing the needs of a broad range of citizens. Federal regulations, such as the Intermodal Surface Transportation Efficiency Act (ISTEA, 1991), and the Transportation Equity Act for the 21st century (TEA-21, 1998), require agencies to involve their constituents as a precondition to using federal funds for transportation improvements. TEA-21 also requires agencies to avoid disproportionate impacts of transportation policies or investments on communities traditionally not receiving transportation benefits. In its Final Rule on Metropolitan and Statewide planning, the Federal Highway Administration (FHWA) states that MPO's are required to "seek out and consider" the needs of communities experiencing disparate negative impacts.

The Bloomington/Monroe County MPO has established a set of goals for the public participation process to guide staff in developing opportunities for the involvement of public officials and citizens. These goals also assist in insuring the participation process meets the needs of the communities involved in the transportation planning activities for the region.

The Bloomington/Monroe County MPO shall document the public participation procedures to be used in a Public Involvement Process. The public will have 45 days for written comment before the procedures are adopted.

Goals for Public Participation:

- 1) To educate and raise awareness within the MPO's boundaries about current and future transportation needs.
- 2) To encourage broad public participation from all sectors of the community, and provide the community with adequate opportunities to participate in the decision making process.
- 3) To foster a sense of ownership toward the transportation planning process and the resulting projects into the community.

Public Outreach Techniques

Public Education

Successful and meaningful public participation can only be assured through a public education effort where the issues and complexities of transportation planning can be simply explained and openly discussed. Public education will take place through newsletters, the website, public workshops, and various media outlets. By increasing publicity for the MPO and its activities, more citizens will become educated about transportation issues.

MPO Newsletter

Newsletters are a cost-effective way of distributing information to a large group of people. The MPO staff will prepare informational newsletters on a quarterly basis to be distributed through the MPO mailing list. The MPO will develop an extensive mailing list of stakeholders involved in transportation issues, and will continuously expand that list to insure adequate public notice to all interested and affected individuals and groups. This list will include all MPO Committee members, transportation

agencies and providers, neighborhood associations, local elected officials, and community service groups (including those that serve minority/low income and disabled populations).

Website

The MPO staff will develop and maintain a home page for the MPO. This home page may consist of historical information regarding transportation planning in the city and county, published documents, draft documents for review, reports and links to related internet sites, as well as MPO staff member contact information.

At a minimum, the content of this page will include:

- The Bloomington /Monroe County Year 2025 Transportation Plan
- The most recent Transportation Improvement Plan and Unified Planning Work Program
- Agendas for upcoming Policy, Technical Advisory and Citizens Advisory Committee meetings.
- Archives of minutes from previous Policy, Technical Advisory and Citizens Advisory Committee meetings.

Committee meetings

The MPO committees (Policy, Technical Advisory and Citizens Advisory) have regularly scheduled meetings that are open to the public. MPO staff will annually develop a schedule of meeting dates for each committee, consisting of monthly meeting times, dates and places. Additional meetings that the Bloomington/Monroe County MPO deems necessary will be announced at least one week in advance.

Detailed lists of committee composition and the required appointments to each committee are included in the Appendix.

Citizens who are interested in any of the MPO committees should contact Frank Nierzwicki by phone at (812) 349-3423 or by e-mail: nierzwif@city.bloomington.in.us

Public meetings

The MPO will regularly conduct 1-2 rounds of additional workshops, timed to coincide with important milestones in the development of the Transportation Plan, the Transportation Improvement Plan and the Unified Planning Work Program. (see Transportation Planning Document descriptions and timetable in the Appendix) The MPO will try to hold these meetings at various locations throughout the city. The purpose of these workshops will be to support development and public review of the certification documents.

Media Participation/Publicity

The MPO staff will provide the major newspapers in the Bloomington urbanized area (the Herald Times and the Indiana Daily Student) with timely press releases about the MPO and current transportation issues. These press releases will include information on the meeting times for the MPO committees, announcements for public meetings/workshops to discuss the MPO's transportation planning documents, and other meetings, as the Planning department deems necessary. Television and radio outlets will include B-CATS (Bloomington Community Access Television) B97, WHFB, and WFIU.

The Bloomington MPO staff will announce committee and public meeting information in these media outlets:

- Newspapers - The Herald Times (in the *On the Agenda* section)
- The Indiana Daily Student
- Radio (as needed)- Public Service Announcements (PSA's) on B97, WHFB, WFIU
- Television (as needed)- B-CATS

Meeting times, dates and locations will also be posted:

- On the MPO website (<http://www.city.bloomington.in.us/planning/mpo/index.html>)
- At both branches of the Monroe County Library (Bloomington and Ellettsville)
- At the Showers Center City Hall

Individuals with disabilities

All of the meeting rooms at City Hall are accessible by ADA standards.

Any MPO documents (certification documents, meeting transcripts, etc) will also be made available in alternative formats upon request to individuals with disabilities.

Please contact Barbara McKinney (Legal) at (812) 349-3426 or Craig Brenner (Community and Family Resources) at (812) 349-3430 for information on sign language interpreters or Braille translations.

Individuals with disabilities who need accommodations to participate in committee meetings or public hearings, please contact: Jim Lang (Facilities Manager) at (812) 349-3410.

GETTING IN TOUCH - FORUM FOR COMMENTS

Public comment can be submitted in several ways:

- By attending meetings and workshops
- By visiting the City of Bloomington Planning office at:

401 N. Morton Street
Suite 160
Showers Center City Hall

- By phone (812) 349-3423
- Fax (812) 349-3535
- US Postal Service:

Frank Nierzwicki: Manager, Transportation Planning
Showers Center City Hall, 401 N. Morton St.
Bloomington, IN 47402,

- By e-mail: planning@city.bloomington.in.us

MEASURING PUBLIC OUTREACH

In order to evaluate the quality of input and participation generated through the Public Participation technique(s) used, the Bloomington/ Monroe County MPO has developed a set of performance objectives: accessibility, diversity, outreach, and impact.

Accessibility

- MPO meetings will be held in all those areas/communities affected by a proposed project.
- One hundred percent of meeting locations must be accessible by mass transit.
- All meetings must be accessible under the requirements of the Americans with Disabilities Act (ADA).

Diversity

- The demographics of the committee composition (age, ethnicity, geographic location, disability, and socio-economic level) must roughly mirror the demographics of the Bloomington urbanized area.
- The participation of low income and minority populations will be encouraged to the maximum extent possible at MPO meetings.

Outreach

- The maximum number of individuals will participate in MPO outreach activities (committees, workshops, and meetings) per fiscal year.
- The MPO will send out press releases of all of its activities.
- When appropriate, the MPO will participate in radio and/or TV spots.

Impact

- One hundred percent of written comments received will be reviewed and communicated to transportation decision makers.
- One hundred percent of written comments will be acknowledged so that citizens are confident that their comments were taken into consideration in MPO decision making.

APPENDIX A: TRANSPORTATION PLANNING DOCUMENTS

TEA-21 continues the requirements of the development of a long range Transportation Plan and a Transportation Improvement Plan (TIP) by MPO's and requires that these documents be incorporated into a statewide plan and program of projects. Documentation of the MPO planning process is included annually in the Unified Planning Work Program (UPWP).

Transportation Plan

The Bloomington/Monroe County Year 2025 Transportation Plan is a comprehensive transportation plan for Monroe County. Transportation projects (including but not limited to major roadways, transit and other intermodal facilities) proposed by the plan provide a guideline of future transportation investments over a twenty-five (25) year horizon. The plan will be reviewed and updated every three to five years to confirm its consistency with current and forecasted transportation and land use trends. The transportation plan reflects environmental and intermodal considerations and provides a financially constrained vision of future transportation investments.

Transportation Improvement Plan (TIP)

The TIP is a short-term document covering three (3) fiscal years, and is updated annually. The TIP includes a list of priority projects to be carried out in each of the 3 years. The TIP serves as a strategic management tool to accomplish the goals of the Transportation Plan; therefore the TIP projects must be consistent with the Plan. The TIP lists all roadway, transit and intermodal projects planned to receive federal, state and local funding. The projects are organized by an MPO planning agency and the year they are proposed to take place. The TIP must also be financially constrained by year and include only those projects for which funding has been identified. The financial plan for the TIP is developed by the MPO in cooperation with the state and county, transportation department as well as transit operators. After adoption of the TIP by the MPO Policy Committee, the Bloomington/Monroe County TIP becomes part of the Statewide Transportation Improvement Program (STIP). The adoption of the TIP is a reaffirmation of the Transportation Plan. If at the time of adoption the TIP does not agree with the Transportation Plan, amendment of the Transportation Plan will be necessary for the adoption of the proposed TIP to occur.

Unified Planning Work Program (UPWP)

The UPWP guides the MPO and summarizes transportation planning activities for the various agencies and interests in the Bloomington urbanized area. It shows what agency will do specific planning studies, when the work will be completed, and what the final products and resources will be. The UPWP also serves as a program budget and includes anticipated financial resources and expenditure information for the fiscal year covered. The UPWP is updated annually, and sent to state and federal agencies for review and approval.

PUBLIC MEETINGS/WORKSHOPS FOR TRANSPORTATION DOCUMENT REVIEW

The Bloomington /Monroe County Year 2025 Transportation Plan

Public workshops will be scheduled at various stages of the draft process, and the public will have several opportunities to comment throughout the update process, as well as a 30 day comment period when the final draft is finished

A public meeting will be held after the first and final drafts are developed. The public will have 30 days to comment on the first and final drafts of the Transportation Plan.

Transportation Improvement Plan (TIP)

A public meeting will be held after the first draft is developed. The public will have 30 days to comment on the draft of the TIP.

Unified Planning Work Program (UPWP)

A public meeting will be held after the first draft is developed. The public will have 30 days to comment on the draft of the UPWP.

MPO Documents will be available for public review at the following locations during business hours:

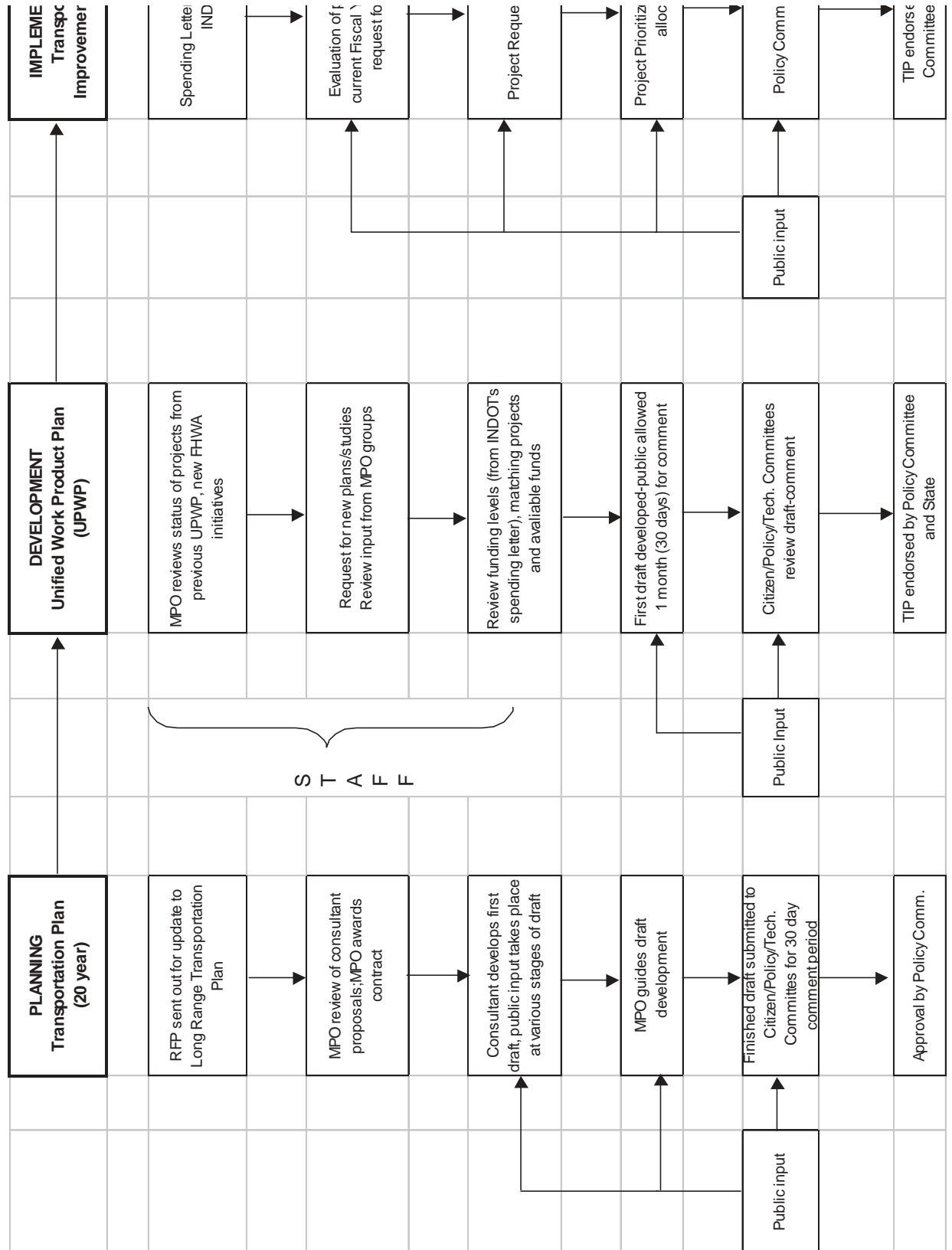
Bloomington City Hall
City Hall
401 N. Morton St.
Bloomington, Indiana 47404

Monroe County Library
Bloomington Branch
303 East Kirkwood Avenue,
Bloomington, IN 47408

Ellettsville Branch
600 W. Temperance Street,
Ellettsville, IN 47429

THE MPO DOCUMENT TIMELINE

All projects must be consistent with the Bloomington/Monroe County Year 2025 Transportation Plan and any programming recommendations that are made with it (i.e., The Alternative Transportation and Greenways System Plan)



APPENDIX B: NOTIFICATION PROCEDURES FOR MPO COMMITTEE AND PUBLIC MEETINGS

Committee meetings:

- A schedule for the year's meetings will be developed in November of each year, and distributed in December. This schedule will consist of monthly meeting dates, times and places.
- Any changes from the yearly schedule will be announced at least one week prior to the meeting in question.
- Each month the committee meetings will be announced one week in advance.
- Additional meetings that the Bloomington/Monroe County MPO deems necessary will be announced at least one week in advance.

Public meetings/workshops:

- The MPO staff will schedule public meetings/workshops to present program information, drafts, project designs, implementation schedules and to receive public input in the development of the Transportation Planning Documents.
- Public meetings/workshops will be announced at least one week in advance.
- Each notice of a public meeting or workshop shall specify the date, time, place and purpose of the meeting or workshop, and shall contain a brief description of the proposal.
- Residents and businesses directly affected by various projects will receive direct mailings announcing the meeting/workshop.

APPENDIX C: BLOOMINGTON/MONROE COUNTY MPO COMMITTEES

Policy Committee

The Policy Committee consists of locally elected or appointed officials and representatives from The City of Bloomington, Monroe County, Indiana University (IU), The Indiana Department of Transportation (INDOT), the Federal Highway Administration (FHWA) and Bloomington Public Transit Corporation (BT), and the CAC. The Town of Ellettsville will be a new member starting in 2003.

Technical Advisory Committee (TAC)

The TAC includes local and state engineers, planners, transit operators, county school transportation planners, the local street maintenance manager and other transportation related individuals. Through the TAC, the Policy Committee receives technical advising on the projects and programs that the MPO has developed.

Technical Advisory Committee meetings are open to the public and are held the 2nd Friday of each month, at 1:00 p.m., in the McCloskey Conference Room, City Hall. The Policy and Technical Advisory Committees also hold joint meetings quarterly, which are open to the public as well.

Citizens Advisory Committee (CAC)

The CAC is a volunteer group consisting of representatives from community organizations, professional organizations, neighborhood associations, and the private sector. Interested citizens that are not officially representing an agency or association are also invited to join the CAC. Through the CAC, the MPO receives direct public input for Policy Committee deliberation on transportation issues. The CAC also assists in developing public involvement programs to solicit general public input on all MPO activities. The CAC Mission Statement/Guidelines are included in the Appendix.

The Citizens Advisory Committee meetings are open to the public, and are usually scheduled on the 4th Wednesday of each month, at 6:30 p.m., in the McCloskey Conference Room, City Hall. Special workshops may be scheduled at other times and locations.

MPO COMMITTEE COMPOSITION

Policy Committee

Mayor, City of Bloomington – John Fernandez
Commissioner, Monroe County Commissioners – Iris Kiesling
Monroe County Council – Mark Stoops
Common Council, City of Bloomington – Andy Ruff
President, Monroe County Plan Commission – Brian O’Neill
President, City of Bloomington Plan Commission – Bill Stuebe
Director of Real Estate, Indiana University – Lynn Coyne
Bloomington Public Transportation Corporation – Kent McDaniel
Chair, MPO Citizens Advisory Committee (non-voting) – Jack Baker
Indiana Department of Transportation Planning and Programming – Carter Keith
Federal Highway Administration (non-voting) – Joyce Newland
Ellettsville Town Council President – To be named in 2003

Technical Advisory Committee

Public Works Director, City of Bloomington – John Freeman
Public Works, Deputy Director, City of Bloomington – Toni McClure
Manager of Engineering Services, City of Bloomington – Justin Wykoff
Engineer, Monroe County Highway Department – Bill Williams
Director, Monroe County Planning Department – Robert Cowell
Planning Director, City of Bloomington – Tom Micuda
Co-Chair, MPO Citizens Advisory Committee (non-voting) – Buff Brown
Executive Director of Transportation, Indiana University – Maggie Whitlow
General Manager, Bloomington Transit – Lew May
Manager, Rural Transit - Jewel Echelbarger
Assistant Utilities Director, City of Bloomington – Jonathan Heald
GIS Coordinator, City of Bloomington – Laura Haley
Transportation Director, Monroe County Community School Corporation – John Carter
Street Superintendent, City of Bloomington – Bobby Chestnut
Local Assistance Representative, Indiana Department of Transportation – Glenda Seal
Planning and Programming, Indiana Department of Transportation – Emmanuel Nsonwu
Project Manager, Indiana Department of Transportation – Brian Jones
Field Operations Engineer, Federal Highway Administration (non-voting) – Tony Desimone

Citizens Advisory Committee

City Council Appointee
Mayoral Appointees (3) – two appointees must be from under-represented populations in Bloomington
Town Council of Ellettsville Appointee (to be named in 2003)
County Commissioners Appointee
County Council Appointee
INDOT – Seymour District
Bloomington Bicycle and Pedestrian Safety Commission

Bloomington Bicycle Club
Bloomington Bike Project
Bloomington Board of Realtors
Bloomington Chamber of Commerce
Bloomington City Council Member
Bloomington Council for Community Accessibility
Bloomington Downtown Commission
Bloomington Economic Development Commission
Bloomington Environmental Commission
Bloomington Historic Preservation Commission
Bloomington Traffic Commission
Bloomington Transit Commission
Abilities Unlimited
Area 10 Agency on Aging
Center for Sustainable Living
Monroe County Division of Family and Children Services
Indiana University Student Association
Indiana University SPEA
League of Women Voters
Citizens not representing a neighborhood or agency
Bloomington Neighborhood Association Representatives (Arden Place, Autumn View, Bitner Woods, Blue Ridge, Broadview, Bryan Park, Cascades Addition, Crestmont, Eastern Heights, East Side, Elm Heights, Fritz Terrace, Garden Hill, Gentry Estates, Green Acres, Highland Village, Hoosier Acres, Hyde Park, Kenwood, Kensington, Matlock Heights, McDoel Gardens, Miller Drive, Nancy/Hillside, Near Westside, Northwood Estates, Old Northeast Downtown, Park Ridge, Park Ridge East, Prospect Hill, Rockport Hills, Rolling Oaks, Sherbrooke Place, Sherwood Oakes, Sherwood Green, Sixth and Ritter, Somerset, Southeast Coalition, South Griffy, Sycamore Knolls, Waterman, West Pointe, Winslow Farms, Woodview)

APPENDIX D: BLOOMINGTON/MONROE COUNTY MPO CITIZENS ADVISORY COMMITTEE ORGANIZATIONAL GUIDELINES AND RECOMMENDATIONS

SECTION 1: GENERAL REQUIREMENTS AND CRITERIA

Membership

The CAC shall consist of representatives from a number of organizations, agencies, neighborhoods, and interests in Bloomington and Monroe County that are either appointed for a specific term or invited by the MPO staff. A complete listing of CAC membership will be included, and updated annually, in the Unified Planning Work Program.

- (1) Committee membership is open to anyone wishing to join;
- (2) Appointments. The committee shall consist of members appointed in the following manner:
 - (A) The Mayor shall make three appointments. The MPO staff shall submit a list of at least five names to the Mayor for consideration. Two appointees must be from underrepresented populations in Bloomington.
 - (B) The Common Council shall make one appointment. The MPO staff shall submit a list of at least two names to the Common Council for consideration;
 - (C) The County Council shall make one appointment. The MPO staff shall submit a list of at least two names to the County Council for consideration;
 - (D) The County Commissioners shall make one appointment. The MPO staff shall submit a list of at least two names to the County Commissioners for consideration;
- (3) The initial terms of the appointed members shall be staggered. All subsequent terms shall be two years;
- (4) All members not appointed may serve indefinitely;
- (5) **Appointed** members may be removed for cause by the Mayor (as the Chair of the MPO Policy Committee). “Cause” shall include, but not be limited to, failure to attend three consecutive regularly scheduled OR four regularly scheduled committee meetings within a twelve month period. The committee member shall have the right to submit in writing any extenuating circumstances to the Mayor or Policy Committee before the formal decision to remove is reached. However, acceptance of extenuating circumstances puts the member on notice that further excessive absenteeism will result in removal.

Membership Levels

The CAC shall have two levels of membership:

- (1) Corresponding Members are those who do not attend meetings regularly but have communicated to staff that they wish to remain on the mailing list;
- (2) Voting Members are those that are in regular attendance at CAC meetings;

Voting Procedures

The CAC has identified consensus techniques as the preferred method for reaching decisions. The four levels of consensus that shall be used are:

- (1) Full Agreement – all members at the meeting have had equal opportunity for input and are comfortable with coming to an agreement;
- (2) Partial Agreement with concerns – all members at the meeting have had equal opportunity for

- input and some concerns are raised that otherwise do not result in the item not being approved/adopted;
- (3) Partial Agreement with abstention – all members at the meeting have had equal opportunity for input and there are major concerns that cause one or more members to exclude themselves from participating in coming to an agreement;
 - (4) No Agreement/Block - a complete break down in the process in which several members are completely opposed to further action.

Only when there is an impassable No Agreement/Block on a particular item will Voting Members then vote.

- (1) To be in regular attendance a member must have attended that majority of the meetings for that fiscal year (July – June);
- (2) In addition to regular attendance a member that wishes to vote must have also attended the previous meeting in which the particular item to be voted on was discussed.

Organization of the Citizens Advisory Committee and Representation on the Policy and Technical Advisory Committees

- (1) The CAC shall annually select a chair and co-chair from the Voting Members to serve a term from January 1 to December 31 of each year;
- (2) The appointment of the chair shall be held at the last meeting of the calendar year;
- (3) The term for the Chair and Vice-Chair shall be limited to three consecutive complete terms;
- (4) The Chair of the CAC will serve on the Policy Committee (PC) and will be required to attend the majority of the PC meetings (4 to 6 meetings a year);
- (5) There will be time dedicated to each PC meeting for the CAC Chair to update the committee on the activities of the CAC;
- (6) The Vice-Chair of the CAC will serve on the Technical Advisory Committee (TAC) and will be required to attend the majority of the TAC meetings (10-12 meetings a year);
- (7) It will be the responsibility of the Chair and Vice-Chair to report back to the CAC regarding the activities of the PC and TAC.

Meetings

- (1) The Committee shall meet at times and places as agreed on by MPO staff and members, and shall advertise those meeting times and places in accordance with the law. In any event the Committee shall meet no less than nine times per calendar year;
- (2) All meetings are open to the public;
- (3) Information packets regarding the agenda items for the meetings will be emailed/mailed to Voting and Corresponding Members one week prior to each meeting;
- (4) The CAC meetings will be scheduled at least one week in advance of the PC and TAC meetings to allow the Chair and Vice-Chair to gather input and suggestions from the public if it is determined necessary.

Duties

The duties of this committee shall be as follows:

- (1) Foster and develop citizen awareness regarding transportation policy and planning;
- (2) Promote necessary interaction between citizens and the Mayor, MPO Policy and Technical Advisory Committees and the Planning Department staff;

- (3) Keep staff and the Policy and Technical Advisory Committees apprised of current and emerging citizen concerns in relation to transportation issues within the Urban Area.

SECTION 2: STAFF SUPPORT AND DUTIES

Staff Attendance

- (1) As support to the Bloomington Metropolitan Planning Organization Citizens Advisory Committee, the following will be present at the regularly scheduled monthly meetings:
 - (A) One or two Staff Members from the MPO, to inform and update the members on current transportation projects, funding opportunities, long-range transportation planning, and serve as the contact for the MPO and City Planning Department;
 - (B) Other City staff members may be asked to attend specific meetings if agenda items warrant it.

Detailed Duties and Responsibilities

- (1) Staff support provided to the CAC will include:
 - (A) Prepare packets and agendas for the regularly scheduled monthly meetings;
 - (B) Record Minutes for the CAC;
 - (C) Assure that tabled items from the monthly CAC meetings are continued to the next agenda when appropriate;
 - (D) Notify members of the CAC about updates or changes to schedules/agendas in a timely manner
 - (E) Assist the CAC in communicating with other departments the concerns/requests/questions of the members;
 - (F) Receive and record requests and questions from the public that is related to the CAC;
 - (G) Explain procedures and processes to the general public;
 - (H) Review all requests, questions, agendas and schedules with the MPO staff during a regular bi-weekly, internal, meeting;
 - (I) Perform basic clerical duties for the CAC, such as the preparation of letters and notices.
- (2) MPO Staff Representative(s) duties will include:
 - (A) Answer questions and provide transportation planning information to the CAC;
 - (B) Promote and maintain public safety by closely evaluating proposals and decisions made by the CAC and communicating concerns/issues from a planning perspective;
 - (C) Coordinate and conduct planning studies as needed or requested by the CAC;
 - (D) Prepare presentations, reports and analysis and present to the CAC from public and Committee requests;
 - (E) Advise the CAC of the opinions and suggested actions from the Planning Department and the Bloomington MPO Policy Committee and Technical Advisory Committee;
 - (F) Keep the CAC informed and updated about various proposed and approved planning projects that concern all modes of traffic (vehicle, bicycle and pedestrian);
 - (G) Assist and advice the secretary for the CAC in the preparation and gathering of information for the committee.

APPENDIX E: BLOOMINGTON/MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION ENVIRONMENTAL JUSTICE POLICY STATEMENT

Introduction to Environmental Justice

Environmental Justice is the fair treatment and meaningful involvement of all citizens – regardless of race, ethnicity, income or education level – in promoting equitable decision-making on the protection of human health and the environment. The 1994 Presidential Executive Order (EO 12898) directed every Federal agency to make environmental justice a part of its mission by identifying and addressing the effects of all policies, programs and projects on environmental justice populations (minority/low income).

Bloomington/Monroe County Metropolitan Planning Organization's Commitment

The Bloomington/Monroe County MPO is committed to the development of equitable programs and policies that avoid disproportionately negative effects on minority and/or low-income populations, as well as expediting the distribution of benefits from these projects. The MPO also works continuously to ensure the full and fair participation of all affected communities in the transportation planning process. The Bloomington/Monroe County MPO is committed to providing an equitable distribution of transportation infrastructure affecting public and environmental health, and to the development of a just public transit system.

Strategic Plan

The Bloomington/Monroe County MPO formally adopts the following key principles to integrate environmental justice into the MPO's planning activities.

Making Environmental Justice a Priority

The Bloomington/Monroe County MPO is committed to following the spirit, as well as the letter of EO 12898, throughout all of its planning activities. The MPO will require that all Bloomington/Monroe County transportation planning partners do so as well.

Increasing Meaningful Public Participation

The Bloomington/Monroe County MPO will continuously work to develop public participation that is:

- Inclusive - involving the broadest possible cross-section of the community
- Appropriate - tailored to the diverse needs of the community
- Empowering - providing opportunities for stakeholders to have input into the decision making process
- Timely - giving the public opportunities for input at several points in the project development process

Maintaining Project Flexibility

In interacting with communities through environmental justice initiatives, the MPO will work to present a broad range of alternatives, and will encourage community input in all planning activities.

Promoting Project Equity

In developing programs and policies, the Bloomington/Monroe County MPO will work continuously to balance the benefits and negative results of transportation projects in all communities.

Utilizing Rigorous Demographic Analysis

In order to address potential environmental justice issues, low-income populations and/or minority must be accurately identified. The Bloomington/Monroe County MPO will accomplish this by:

- Using the most current demographic data possible
- Utilizing appropriate software and hardware to gather and analyze community information

Developing Effective Conflict Resolution Methods

If conflicting interests and issues arise during a project, an appropriate resolution process will be developed. This process will be:

- Respectful to the desires and wishes of stakeholders and communities

APPENDIX F: ABBREVIATIONS AND DEFINITIONS

3C	Continuing, Comprehensive, and Cooperative Planning Process
ADA	American Disabilities Act
CAC	Citizens Advisory Committee
BR	Bridge Replacement and Rehabilitation
CMAQ	Congestion Mitigation and Air Quality
CON	Construction
EJ	Environmental Justice
FHWA	Federal Highway Administration
FTA	Federal Transit Act
FY	Fiscal Year (for the MPO - July 1 through June 30)
GPP	Growth Policy Plan
HPMS	Highway Performance Monitoring System
IM	Interstate Maintenance
INDOT	Indiana Department of Transportation
INSTIP	Indiana State Transportation Improvement Program
MCCSC	Monroe County Community School Corporation
MG	Minimum Guarantee
MPO	Metropolitan Planning Organization
MTP	Master Thoroughfare Plan
NHS	National Highway System
PC	Policy Committee
PE	Preliminary Engineering
PMTF	State Public Mass Transportation Fund
RABA	Revenue Aligned Budget Authority
ROW	Right-of-Way
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TDF	Travel Demand Forecast
TDM	Travel Demand Model
TEA 21	Transportation Equity Act for the 21 st Century
TE	Transportation Enhancements
TIP	Transportation Improvement Program
TIS	Traffic Impact Study
TOD	Transit Oriented Development
TRB	Transportation Research Board
UMTA	Urban Mass Transit Administration
UPWP	Unified Planning Work Program

ENVIRONMENTAL JUSTICE (EJ) DEFINITIONS

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin. The Bloomington/Monroe County MPO adopts the following definitions for minority populations, low-income populations and high/adverse effects that are included under Executive Order 12898 and the DOT and FHWA Orders on Environmental Justice.

Minority populations - a person (or in the case of a community or group) belonging to any of the following groups:

- Black (origins in any of the black racial groups of Africa),
- Hispanic (including Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin),
- Asian American (including origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent),
- American Indian and Alaskan Native (including origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition), and
- Native Hawaiian or Other Pacific Islander (including origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

Low-Income Population - a person whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines.

High/Adverse Effects - The totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects. This level is determined by examining the comparative effects of a project on non-minority and /or higher income populations.

LEGISLATION

1964 Civil Rights Act (Title VI)

1969 National Environmental Policy Act (NEPA)

1993 Federal Transit Act

1994 Executive Order 12898

USDOT Order to Address Environmental Justice

ISTEA Intermodal Surface Transportation Efficiency Act

TEA 21 Transportation Equity Act for the 21st Century